



AMENDED: July 8, 2025 3:45 PM
ADDED ITEMS: 6 & 8.B.

Village Hall, 262-567-2757
Fax, 262-567-4115
Highway Dept., 262-567-2422
Police Dept., 262-567-1134
Building Inspector, 262-490-4141
www.summitvillage.org

Summit Village Hall • 37100 Delafield Road • Summit, WI 53066

AGENDA

Village Board Meeting

Thursday, July 10, 2025 at 6:30 p.m.

At the Summit Village Hall, 37100 Delafield Road

1. CALL TO ORDER
2. ROLL CALL AND CONFIRM POSTING
3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

5. **ANNOUNCE EXECUTIVE SESSION**, pursuant to Sections 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – *Public Works Crew Leader (Lilienkamp) & Operators (Greig and Reynolds)*

*The Village Board will return to open session following the above executive session

6. **2024 AUDIT REPORT – Presentation by Brandon Panka, Reilly, Penner, Benton, LLP**

7. CONSENT AGENDA - Items listed under the Consent Agenda are considered in one motion unless a Village Board Member requests that an item be removed from the Consent Agenda
 - A. Minutes of June 12, 2025 regular meeting & June 11, 2025 special meeting
 - B. June, 2025 payables

8. PLANNING DEPARTMENT
 - A. Update on Plan Commission matters
 - B. Discussion and action on Cash Deposit Agreement with Mark & Eileen Lurvey Trust for improvements in The Gathering subdivision**

9. PUBLIC WORKS DEPARTMENT
 - A. Monthly Administrative Report
 - B. Discussion and action on amendment to purchase of Municipal Winter Build Package for medium duty truck
 - C. Discussion and action on SEH proposal for Professional Services to complete a park impact fee analysis update
 - D. Discussion and action on a request to utilize open space at Atkins Olson Memorial Park for yoga classes

10. POLICE DEPARTMENT
 - A. Monthly Report

B. Discussion and action on disposition of found property/monies

11. WESTERN LAKES FIRE DISTRICT

A. Monthly Report

12. VILLAGE BOARD

A. Update on ATV/UTV ordinance

B. Update on meeting with representatives of the City of Oconomowoc related to Village concerns with proposed developments within the City

C. Discussion and action on Humane Animal Welfare Society (HAWS) Municipal Service Agreement for 2025 – 2027

D. Discussion and action on application for State Trust Fund Loan to finance 2025 Capital Improvement Projects in an amount not to exceed \$1,200,000

E. Discussion and action on setting 2026 Budget preparation schedule

F. Discussion and action on setting date for August regular Village Board meeting

G. Discussion and action to set items for August, 2025 regular Village Board meeting

13. MOTION to go into **EXECUTIVE SESSION**, pursuant to Sections 19.85(1)(c)

Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – *Public Works Crew Leader (Lilienkamp) & Operators (Greig and Reynolds)*

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14. ROLL CALL VOTE

15. Discussion and action on wage adjustments for Public Works Crew Leader & Operators

16. ADJOURN VILLAGE BOARD MEETING

Respectfully Submitted,

Debra J. Michael, WCMC
Village Administrator-Clerk/Treasurer

Next Regular Meeting: August TBD, 2025

Posted: July 8, 2025

**** Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service contact the Village Hall at 567-2757.

It is possible that members of and possible a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any other governmental body except by the Village Board noticed above.



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15. ADJOURN VILLAGE BOARD MEETING

Respectfully Submitted,

Debra J. Michael, WCMC
Village Administrator-Clerk/Treasurer

Next Regular Meeting: August TBD, 2025

Posted: July 3, 2025

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MINUTES
Village Board Meeting
June 12, 2025

CALL TO ORDER

Chairperson Riley called to order the Village Board meeting on Thursday, June 12, 2025 at 6:30 p.m. at Summit Village Hall, 37100 Delafield Road, Summit, WI.

ROLL CALL AND CONFIRM POSTING

Administrator-Clerk/Treasurer Michael took roll call and confirmed that the meeting was noticed to the local media as required and requested and posted on the Village posting board and website. Trustees present were: Kraig Arenz, Sr., Jim Petronovich, and Justin Phillips. Also present were: President Jack Riley, Planner Amy Barrows, Public Works Director Kamron Nash, Police Chief Mike Hartert and Administrator-Clerk/Treasurer Debbie Michael. Commissioner Jeff Lee was absent.

ANNOUNCEMENT of Promotion of Police Lieutenant Brian Wraalstad to Police Captain

Chief Hartert welcomed everyone and recognized Village of Lac LaBelle Police Chief, Kristin Wraalstad. He explained that the first person he promoted from the ranks of the Summit Police Department over ten years ago was Brian Wraalstad. At that time, he became the first Police Sergeant that the department had seen in a long time. Chief Hartert added that Brian is a born leader, a compassionate person, was confided in by the officers and trusted for his wise advice. Building on those inherent traits, he attended Police Officer Support Team (POST) training, this program had no Waukesha presence at that time and Brian brought that to our county and assists officers and families when in need. He is a graduate of the Leadership in Police Organizations three-week training course and teaches based on the West Point Academy model. In 2022, Brian was advanced to the rank of Lieutenant. Quality administrative work is necessary to have a professional, smooth-running organization and Brian learned that and is really good at it. Last year, Brian was accepted into the WI Law Enforcement Command College, a six-week course, which he graduated from and was awarded the title of Certified Public Manager by UW-Madison. This promotion today is meaningful in the Police world, there is no raise in pay or benefits. The rank of Captain means you are one of the command staff so your shoulder epaulettes are gold instead of silver and the weight of administration becomes greater and you must take on different responsibilities while helping the department protect the Village. Chief stated that when he proposed his promotion, the Police Commission unanimously agreed that Lt. Wraalstad should be promoted to Captain.

Administrator Michael gave the Oath of Office to Captain Wraalstad. Captain was presented with his pin and certificate.

Captain Wraalstad stated that he appreciates the Summit Police family, chiefs leadership and mentorship and thanked the Village of Summit board for trusting in him.

PUBLIC COMMENT

Mike Nevins, 849 N Pointview Road, spoke with regards to upcoming developments at Pabst Farms with Costco and stated there is no question that there will be more development and that's why we need to look at a five or ten year plan on how we are going to protect the residents of Summit. There is going to be a lot of traffic, water and well issues, widening of CTH DR or Waterville Road to accommodate site seers and people coming and going to these businesses. City of Delafield is already a parking lot. Oconomowoc does issue an annual water quality report and maybe that's a good place to start. We need to stand up for our citizens and be ready if some of the wells start going south on us. Talked with SEWRPC about where the aquifer is and which direction it is going which is some to Lake Michigan and some towards the Mississippi River. You will not see the detriment for five to ten years, but if you don't have a plan to address it and getting a way of accurate information, as to the damage being done. We have a beautiful community here and would hate to see it become a Brookfield or Madison or Milwaukee. Doesn't think the City developments will be a benefit to our community. We have a rustic road and any widening of roads takes out all the foliage and trees we have here. Would like to see this on the next agenda for the Village Board and start discussing this now and pointing it out to Oconomowoc that the Village will be watching them.

CONSENT AGENDA - Items listed under the Consent Agenda are considered in one motion unless a Village Board Member requests that an item be removed from the Consent Agenda

- A. Minutes of May 8, 2025 regular meeting
- B. May, 2025 payables
- C. Renewal applications for Alcohol Beverage Retail License Class "B" Beer and "Class B" Liquor for a term of July 1, 2025 to June 30, 2026:
 - i. Stolley's Hogg Alley, LLC, Agent: Jeffery David Stoll, Trade Name: Stolley's Hogg Alley LLC 2008 North Venice Beach Road
 - ii. Ole LLC, Agent: Phil Zagrodnik, Trade Name: Ole's Tap LLC 34324 Delafield Road
 - iii. Nemahbin Lake Partners, LLC, Agent: Daniel Della, Trade Name: Panga Bar & Grill 34422 Delafield Road
 - iv. S&S Lakeside, Inc., Agent: Karlis Vecitis, Trade Name: Lucky Chucky's 37238 Valley Road
 - v. GLP Acquisitions LLC, Agent: Ann Rollefson, Trade Name: Golden Lake Pub 604 S Golden Lake Road
- D. Application for Alcohol Beverage Retail License Class "B" Beer for a term of July 1, 2025 to June 30, 2026:
 - i. Miller's Sandy Beach Diner, LLC, Agent: Ann Rollefson Trade Name: Miller's Sandy Beach 460 S Golden Lake Road
- E. Application for Cigarette and Tobacco Products Retail License for: Stolley's Hogg Alley, LLC and Ole, LLC for a term of July 1, 2025 to June 30, 2026
- F. Application for Special Events: GLP Acquisitions LLC, d/b/a Golden Lake Pub 604 S Golden Lake Road on July 12: 10 am – 8 pm for Fundraiser for Type I Diabetes

MOTION: (Arenz, Phillips) *to approve the consent agenda as presented.* Carried.

PLANNING DEPARTMENT

Update on Plan Commission matters

Planner Barrows stated the Plan Commission approved a 1,747 square foot garage on South Golden Lake Lane, garage exceeds 65% of the size allowed. Panga received approval to pave their parking lot, but probably won't happen until Fall and the accessory structure will be taken down. Roger's Behavioral Health is adding a 24 bed residential building at the main campus.

Update on Zoning Code Land Use Project

Planner Barrows explained that we held the joint listening session on May 29 and we had approximately 145 people, comment period is closed, staff is putting summary information together to be distributed to Plan Commission and the Village Board. The next sub-committee meeting has been delayed until September 11 at 4 p.m.

Discussion and action on a request by Genesee Lake Road LLC, to determine the preferred location of a trail easement that will benefit Waukesha County as part of the proposed Bark River Conservancy Subdivision.

At the last meeting the County recommended the location shown as a blue line on the west side and there were comments made related to the impact on Ravinia Park property owners. Parks Director, Rebecca Mattano, has provided feedback stating the request to keep the trail easement on the east side of the property is acceptable however, this location will decrease the feasibility of establishing a functional trail due to the natural characteristics of that area.

The applicant will do whatever the Village wants because they are not the ones who would be responsible for putting it in.

Trustee Arenz stated we should stay with the red alternative 1.

MOTION: (Petronovich, Arenz) *to relocate the trail easement for Bark River Conservancy from the west side of the property to the east side of the property as shown on the map as Alternate 1 (red).*
Carried.

Discussion and action on a request of Jack Collier, on behalf of Rogers Behavioral Health, Inc., for a revised Certified Survey Map approval to combine several properties located at 34700 Valley Road SUMT0622977002), 3646 N. Sawyer Road (SUMT0622987), a portion of 3630 N.Sawyer Road (SUMT0622986), 34700D Valley Road (SUMT0622982), SUMT0622980002, SUMT0622979002, and a portion of a property located on N. Hickory Lane (SUMT0622980004).

Planner Barrows explained that this CSM was approved last year but was never recorded. SEWRPC excluded this area on the west side because it is secluded and away from the lake. The reference from their letter is on the CSM but the boundary line is not. They will be cutting a bunch of trees and the Plan Commission has asked them to plant more trees on the site to compensate.

MOTION: (Petronovich, Phillips) to approve the amended Certified Survey Map for the main campus, subject to the following conditions:

- A. APPROVALS FROM ALL OBJECTING AND APPROVING BODIES:** Petitioner shall satisfy all comments, conditions and concerns of the Waukesha County Department of Public Works, Village Engineer, Surveyor, and Planner prior to approval of the final Certified Survey Map.
- B. SUBJECT TO REIMBURSEMENT OF EXPENSES.** As a condition precedent to this conditional CSM approval taking effect, the Petitioner shall pay all fees, costs, and assessments due and owing to the Village of Summit, and for reimbursement of any expenses, costs and disbursements which have been incurred by the Village of Summit in the drafting, review or enforcement of this conditional CSM approval, including without limitation by reason of enumeration, design, engineering, inspection and legal work.
- C. UTILITY CONNECTION FEES.** As a condition precedent to this conditional CSM approval taking effect, the Petitioner shall pay all utility connection fees owed to the Village of Summit. Note: **The CSM results in the reconfiguration and combination of lots. Therefore, this condition does not apply.**
- D. BUSINESS OR COMMERCIAL USE.** Commercial or business uses on these lots are limited to those uses approved as part of the Rogers Memorial Hospital Conditional Use Permit.
- E. ONE YEAR TO SATISFY CONDITIONS.** Subject to the Petitioner satisfying all of the aforementioned conditions within one year of the Village Board granting conditional final approval of the CSM's.
- F. RECORDING.** The Petitioner shall submit all three CSM's that have been approved by the Village, including the signed signature sheets, to Village Hall for recording. The Village will record the CSM's, as well as the road vacation documents, at the cost of the Petitioner. The properties shall be rezoned appropriately prior to the CSM's being recorded.

Carried.

PUBLIC WORKS DEPARTMENT

Monthly Administrative Report

Director Nash reviewed the report.

Discussion and action on appointment of Cemetery Sexton

MOTION: (Arenz, Phillips) *to appoint Scott Lilienkamp as the Cemetery Sexton for the Summit Cemetery.*

Trustee Arenz thanked Scott, stating he has been engaged and is learning a lot about the cemetery.

Carried.

Discussion and action on Summit Cemetery Pet Ossuary Name

MOTION: (Arenz, Phillips) *to approve “Hill Crest Pet Ossuary” as the name of the pet ossuary at the Summit Cemetery, as recommended by the Cemetery Board.* Carried.

Discussion and action on Resolution Amending Cemetery Charges and Fees Pursuant to Ordinance No. 22-2014

Director Nash stated this addresses the pet ossuary fees, when they originally adopted the fees they didn't differentiate for weekend or holidays for placement of pet cremains.

MOTION: (Arenz, Phillips) *to adopt the proposed Resolution No. 25-472 amending Cemetery charges and fees pursuant to Ordinance No. 22-2014.* Carried.

Discussion and action on approval of a 2025 Farmland Lease Agreement with Daniel Rollefson for rental of land at Genesee Lake Road Park

Director Nash stated that we have deducted two acres off this agreement because of the new parking lot. This also reduces the revenue by \$100, which was included in the budget.

MOTION: (Petronovich, Phillips) *to approve the 2025 Farmland Lease Agreement between the Village of Summit and Daniel Rollefson for rental of approximately 18 acres of land at Genesee Lake Road Park at a rate of \$50 per acre, or \$900 total.* Carried.

POLICE DEPARTMENT

Monthly Report

Chief Hartert reviewed the report.

Discussion and action to accept donation of \$5,000 for use toward future squad video equipment

MOTION: (Petronovich, Phillips) *to approve the designation of \$5,000 in donated funds to the Community Outreach Fund, for later application to the Squad Video CIP (if approved).* Carried.

Discussion and action to accept donation from Former Summit Police Chief, James Race, of LED lights for the lighting of the flag at Atkins/Olson Park

MOTION: (Arenz, Phillips) *to accept the donation and instruct the Summit Public Works Department to install the lights.* Carried.

Discussion and action on an Ordinance to repeal and recreate Chapter 2 “Administration”, Article IV “Departments,” Sections 2-74 through 2-50 and repeal Chapter 14 “Fees:, Article III “Warrant Service Fee,” of the Village of Summit Code of Ordinances related to Summit Police Department

MOTION: (Arenz, Phillips) *to approve Ordinance Number 140-2025 to repeal and recreate Administrative Articles III and IV.* Carried.

WESTERN LAKES FIRE DISTRICT

Monthly Report

No report was provided and no representative was present.

VILLAGE BOARD

Discussion and action on borrowing for 2025 Capital Improvement Plan

Administrator-Clerk/Treasurer Michael explained she provided information from State Trust Fund Loan/BCPL and a Loan Commitment letter from Bank Five Nine and reminded the board that in order for us to get the loan to be tax exempt if we are borrowing from the bank, we have to get an outside opinion letter that it qualifies and that costs anywhere from \$5,000 - \$7,500 from past experiences. Even though the Bank Five Nine rate was 0.25% lower, the annual payments were higher than using the State Trust Fund Loan. Administrator-Clerk/Treasurer Michael stated that she did ask for more accurate costs to some of the larger ticket items included in the CIP and there are a few items that came in lower than what was budgeted.

MOTION: () *to approve the application to the Board of Commissioners of Public Lands, State of Wisconsin for a Municipal General Obligation Loan in the amount not to exceed \$1,200,000 with a five year term with the purpose of financing the 2025 Capital Improvement Program. Carried.*

Discussion and action to set items for July 10, 2025 regular Village Board meeting

Emergency Operating Center location, wage increases (closed session), response to impact of City of Oconomowoc development, jurisdictional transfer if request comes in from City of Oconomowoc.

ADJOURN VILLAGE BOARD MEETING

MOTION: (Petronovich, Arenz) *to adjourn at 7:42 p.m. Carried.*

Respectfully Submitted,

Debra J. Michael, WCMC
Village Administrator-Clerk/Treasurer

Next Regular Meeting: July 10, 2025



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MINUTES
VILLAGE OF SUMMIT
Special Village Board Meeting
June 11, 2025

CALL TO ORDER

President Riley called to order the special Village Board meeting to order at 6:00 p.m. on Wednesday, June 11, 2025 at the City of Oconomowoc Police Department, 630 E Wisconsin Ave., Oconomowoc, WI 53066

ROLL CALL AND CONFIRM POSTING

Administrator-Clerk/Treasurer Michael took roll call and confirmed that the meeting was notice to the local media as required and requested and posted on the Village posting board and website. Trustees present were: Kraig Arenz, Sr., and Justin Phillips. Also present were: President Jack Riley, and Administrator-Clerk/Treasurer Debbie Michael. Trustees Jim Petronovich and Jeff Lee were absent.

Discussion and action – Minutes of September 11, 2024 WLFD Joint Owners Meeting

Action taken by WLFD Owners Group.

Presentation – WLFD 2024 Annual Financial Audit

CLA representative reviewed the audit report.

Presentation – Partner2Learn regarding Clifton Strengths, Professional Development, Succession Planning

Partner2Learn representative gave a presentation on the services they offer.

Presentation – WLFD District Updates (2024 Year in Review, 2025 Projects, 2026 Budget Goals)

Chief Bowen reviewed the Memorandum of June 11, 2025 related to the 2026 budget priorities for the Western Lakes Fire District.

Discussion & Action – Revised & Restated WLFD Intermunicipal Agreement

MOTION: (Arenz, Phillips) *to move forward with the revised and restated WLFD Intermunicipal Agreement as presented included the few changes discussed this evening and for direction to bring back the buy in policy to a future meeting.* Carried.

Future WLFD meetings: Fall budget Meeting - September 10, 2025 at 6 pm

Discussion and action on Amended and Restated Inter-Municipal Agreement for the Governance and Operation of the Western Lakes Fire District

This is a duplicate of the previous item on the agenda.

Adjournment

MOTION: (Arenz, Phillips) *to adjourn at 7:54 p.m.* Carried.

Respectfully Submitted,

Debra J. Michael, WCMC
Administrator- Clerk/Treasurer

VILLAGE OF SUMMIT
Payables Report for
July 10, 2025 Meeting
Prepared by Debbie Michael

Summary of June, 2025 Payables

Paid Check Batches:

	\$ Amount	Description
	61,057.18	Mid Month checks

Total \$	61,057.18	

Batches For Payment:

	\$ Amount	Description
	180,188.48	June Payables
	3,842.15	Credit Card

Total \$	184,030.63	

Total June Payables for Approval: \$ 245,087.81

Approved by the Summit Village Board on this the 10th day of July, 2025

Engineering	Village Billed
Planning	Planner Special Project Billed
Legal	Village Billed

7/03/2025 3:50 PM

Reprint Check Register - Full Report - ALL

Page: 1
ACCT

BANK 59

ALL Checks

Posted From: 6/14/2025 From Account:
Thru: 7/03/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
409302	7/03/2025	MUNICIPAL PROPERTY INSURANCE COMPANY MUNICIPAL PROPERTY INSURANCE	
100-00-51930-000-000		PROP & LIAB INS MUNICIPAL PROPERTY INSURANCE	11,028.00
		48-10367-26001	
		Total	11,028.00

Check Nbr	Check Date	Payee	Amount
MAY WRS GENERAL	6/30/2025	EMPLOYEE TRUST FUNDS - RETIREMENT Manual Check	
100-00-53300-131-000		PUBLIC WORKS WRS GENERAL	3,637.02
		MAY 2025	
100-00-51422-131-000		VILLAGE OFFICE WRS GENERAL	503.04
		MAY 2025	
100-00-52100-131-000		POLICE WRS GENERAL	614.62
		MAY 2025	
100-00-51420-131-000		ADMIN C/T WRS GENERAL	1,422.86
		MAY 2025	
100-00-52100-131-000		POLICE WRS PROTECTIVE W/SS	19,704.25
		MAY 2025	
		Total	25,881.79

Check Nbr	Check Date	Payee	Amount
WDC 6/20/25 JUN 20 PAYROLL	6/20/2025	EMPOWER RETIREMENT - WDC Manual Check	
100-00-21525-000-000		ROTH JUN 20 PAYROLL	1,047.32
		1308532746	
100-00-21526-000-000		457 DEF COMP JUN 20 PAYROLL	2,782.32
		1308532746	
		Total	3,829.64

Check Nbr	Check Date	Payee	Amount
HLTH INS JUL EMPLOYEE SHARE HLTH	6/23/2025	EMPLOYEE TRUST FUNDS - INSURANCE Manual Check	
100-00-21530-000-000		INSURANCE PAYABLE EMPLOYEE SHARE HLTH	2,220.43
		JUL 2025	
100-00-51420-132-000		ADMIN C/T INSURANCE HEALTH INS VILLAGE PORTION	944.77
		JUL 2025	
100-00-52100-132-000		POLICE INSURANCE HEALTH INS VILLAGE PORTION	9,808.50
		JUL 2025	
100-00-53300-132-000		PUBLIC WORKS INSURANCE VILLAGE HEALTH INS PORTION	3,269.50
		JUL 2025	
		Total	16,243.20

7/03/2025 3:50 PM

Reprint Check Register - Full Report - ALL

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ACCT

BANK 59

ALL Checks

Posted From: 6/14/2025 From Account:
Thru: 7/03/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
Grand Total			56,982.63

Dated From: 6/01/2025 From Account:
 Thru: 6/30/2025 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
6/01/2025 DELTA DENTAL OF WISCONSIN			
GREIG/LILIENKAMP VISION		Manual Check Nbr:	SUPVIS JUN
100-00-21530-000-000		INSURANCE PAYABLE	26.30
		GREIG/LILIENKAMP VISION	2358025
100-00-21530-000-000		INSURANCE PAYABLE	87.80
		LILIENKAMP/GREIG SUPP DENTAL	2354998
100-00-21530-000-000		INSURANCE PAYABLE	-108.00
		DZOMBA ADJUSTMENTS	2354998
Total			6.10

6/06/2025 DIVERSIFIED BENEFIT SERVICES INC			
HARTERT FSA REIMB 6/6/2025		Manual Check Nbr:	JUN 2025 FSA
100-00-13102-000-000		125-FSA	287.00
		HARTERT FSA REIMB 6/6/2025	7889169
100-00-13102-000-000		125-FSA	1,000.00
		LAVALLIERE FSA REIMB 6/20/25	7907041
Total			1,287.00

6/21/2025 LEAF			
COPIER LEASE		Manual Check Nbr:	COPIER LEASE
100-00-51600-291-000		VILLAGE HALL LEASE/RENTAL EQUI	99.00
		COPIER LEASE	18556026
Total			99.00

6/23/2025 OCONOMOWOC UTILITIES			
WATER/FIRE DPW 4/21/-5/21		Manual Check Nbr:	WATERAPR/MAY
100-00-51600-220-000		VILLAGE HALL UTILITY	21.40
		WATER/FIRE DPW 4/21/-5/21	06022025
100-00-51600-220-000		VILLAGE HALL UTILITY	129.75
		WATER/FIRE ADMIN 4/20 - 5/20	06022025
Total			151.15

6/18/2025 WE ENERGIES - MONTHLY BILL			
DPW		Manual Check Nbr:	GAS/ELECT
100-00-51600-220-000		VILLAGE HALL UTILITY	41.01
		DPW	5493174775
100-00-53420-000-000		STREET LIGHTING	153.20
		STREET LIGHTS	5493174775

7/03/2025 3:50 PM

In Progress Checks - Full Report - Manual

Page: 2

ALL Checks by Payee

ACCT

BANK 59

Dated From: 6/01/2025 From Account:

Thru: 6/30/2025 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
100-00-55200-390-000		RECREATION EXPENSE	
		VILLAGE PARK	5493174775
			151.93
100-00-51600-220-000		VILLAGE HALL UTILITY	
		VILLAGE HALL	5493174775
			1,147.00
100-00-54910-390-000		CEMETERY EXPENSE	
		CEMETERY	5493174775
			21.29
100-00-53420-000-000		STREET LIGHTING	
		AURORA & STREET LIGHTS	5493174775
			848.55
100-00-51600-220-000		VILLAGE HALL UTILITY	
		PD OFFICE/GARAGE	5493174775
			168.32
		Total	2,531.30
		Grand Total	4,074.55

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Voucher Nbr	Check Date	Payee	Amount
7/11/2025 ACCURATE APPRAISAL LLC			
JUL 2025			
100-00-51530-290-000		ASSESSOR O/S SERVICES	2,500.00
	JUL 2025	5541	
			Total 2,500.00
7/11/2025 ACE HARDWARE OF OCONOMOWOC			
TOILET PLUNGER			
100-00-54910-390-000		CEMETERY EXPENSE	18.99
		TOILET PLUNGER 260679	
100-00-55200-390-000		RECREATION EXPENSE	4.59
		COMPRESION SLEEVE 260773	
100-00-53300-390-000		PUBLIC WORKS EXPENSE	13.18
		KEY KRAFTER 260838	
			Total 36.76
7/11/2025 ARC DOCUMENT SOLUTIONS LLC			
HOUSE COPIES PAID BY REQUESTER			
100-00-13101-000-000		ACCOUNTS RECEIVABLE OTHER	29.00
		HOUSE COPIES PAID BY REQUESTER 55WII9058099	
			Total 29.00
7/11/2025 BARK RIVER TREE SERVICE INC			
REMOVE SILVER MAPLE			
100-00-53300-370-000		PUBLIC WORKS ROAD MAINTENANCE	2,400.00
		REMOVE SILVER MAPLE 7406	
			Total 2,400.00
7/11/2025 BIG JIM'S SMALL ENG SERV			
SPOOL			
100-00-54910-390-000		CEMETERY EXPENSE	90.59
		SPOOL 154822	
100-00-53300-370-000		PUBLIC WORKS ROAD MAINTENANCE	91.36
		SAW REPAIRS/SHARPENING 153551	
100-00-54910-390-000		CEMETERY EXPENSE	9.14
		FILTERS FOR TRIMMERS 154046	
			Total 191.09
7/11/2025 BLUNCK PLUMBING SYSTEMS INC.			

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Voucher Nbr	Check Date	Payee	Amount
100-00-55200-390-000		RECREATION EXPENSE	12.00
		SHUT OFF VALVE FOR PARK	6927
		Total	12.00

7/11/2025 CLEAN RITE SUPPLY INC

FOLDED TOWELS 2 CASES

100-00-51600-240-000		VILLAGE HALL REPAIRS & MAINT	81.94
		FOLDED TOWELS 2 CASES	151495
		Total	81.94

7/11/2025 CONLEY MEDIA LLC

LIQUOR LICENSE NOTICE

100-00-51600-390-000		VILLAGE HALL EXPENSE	37.26
		LIQUOR LICENSE NOTICE	6330860625-2
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	130.22
		PUBLIC HEARING LILO, ROGERS, HENKE	6330860625-2
		Total	167.48

7/11/2025 COREY OIL LTD

362.6 GAL GAS

100-00-52100-250-000		POLICE FUEL	1,056.98
		362.6 GAL GAS	401430
100-00-53300-250-000		PUBLIC WORKS FUEL	603.75
		210 GAL DIESEL	401431
100-00-52100-250-000		POLICE FUEL	1,123.03
		401.80 GAL GAS	399635
100-00-53300-250-000		PUBLIC WORKS FUEL	509.08
		156.4 GAL DIESEL	399633
		Total	3,292.84

7/11/2025 CREATIVE IMAGING PRODUCTS LLC

COPIES 12/12/24 - 3/19/25

100-00-51600-390-000		VILLAGE HALL EXPENSE	411.52
		COPIES 12/12/24 - 3/19/25	6751ZMA
100-00-51600-390-000		VILLAGE HALL EXPENSE	394.50
		COPIES 3/2025 - 6/19/2025	6831MA
		Total	806.02

7/11/2025 DAN PLAUTZ CLEANING SERVICE, INC.

JUN CLEANING

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Voucher Nbr	Check Date	Payee	Amount
100-00-51600-280-000		VILLAGE HALL CLEANING	780.00
		JUN CLEANING	8878
		Total	780.00
	7/11/2025	DIVERSIFIED BENEFIT SERVICES INC	
		JUNE ADMIN	
100-00-51600-210-000		VILLAGE HALL 3RD PARTY ADMIN	95.00
		JUNE ADMIN	445446
		Total	95.00
	7/11/2025	ELECTION SYSTEMS & SOFTWARE LLC	
		SERVICE CONTRACT EQUIP	
100-00-51440-390-000		ELECTIONS	600.57
		SERVICE CONTRACT EQUIP	CD2122142
		Total	600.57
	7/11/2025	FIRST RESPONDERS PSYCHOLOGICAL SERVICES LLC	
		INDIVIDUAL THERAPY	
100-00-52105-000-000		COMMUNITY OUTREACH PROG	500.00
		INDIVIDUAL THERAPY	0525SUMPD
		Total	500.00
	7/11/2025	GALLS LLC	
		HARTERT PANTS	
100-00-52100-313-000		POLICE CLOTHING ALLOW	148.97
		HARTERT PANTS	031524135
		Total	148.97
	7/11/2025	GFL ENVIRONMENTAL	
		MAY 2025 2294 HH	
100-00-53620-000-000		GARBAGE & RECYCLING	44,610.85
		MAY 2025 2294 HH	268570
		Total	44,610.85
	7/11/2025	GLOBE LIFE	
		SUPPLEMENTAL INS	
100-00-21530-000-000		INSURANCE PAYABLE	1,001.34
		SUPPLEMENTAL INS	jul 2025 31354
		Total	1,001.34

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Voucher Nbr	Check Date	Payee	Amount
	7/11/2025	HAAS BADGE & EMBLEMS	
		CSO BADGE PATCH 100 -SILVER CIR DONATION	
100-00-52105-000-000		COMMUNITY OUTREACH PROG	255.00
		CSO BADGE PATCH 100 -SILVER CIR DONATION 5603	
		Total	255.00
	7/11/2025	HAWS	
		2025 IMPOUNDING SVCS	
100-00-52900-000-000		DOG POUND EXP	2,379.30
		2025 IMPOUNDING SVCS 01012025	
		Total	2,379.30
	7/11/2025	INSIGHT FS	
		CHEMICAL SIGN TURF	
100-00-55200-390-000		RECREATION EXPENSE	11.50
		CHEMICAL SIGN TURF 57051516	
		Total	11.50
	7/11/2025	ITU ABSORB TECH INC	
		UNIFORMS	
100-00-53300-390-000		PUBLIC WORKS EXPENSE	7.40
		UNIFORMS 8547011	
100-00-51600-240-000		VILLAGE HALL REPAIRS & MAINT	18.79
		MATS/TOWELS 8550826	
100-00-53300-390-000		PUBLIC WORKS EXPENSE	7.40
		UNIFORMS 8550826	
100-00-53300-390-000		PUBLIC WORKS EXPENSE	7.40
		UNIFORMS 8554656	
100-00-53300-390-000		PUBLIC WORKS EXPENSE	7.40
		UNIFORMS 8558434	
100-00-51600-240-000		VILLAGE HALL REPAIRS & MAINT	140.31
		MATS/TOWELS 8558434	
		Total	188.70
	7/11/2025	JOHNSON'S NURSERY LLC	
		MAY 3 & 19 YARDWASTE	
100-00-53620-000-000		GARBAGE & RECYCLING	476.52
		MAY 3 & 19 YARDWASTE 05255200	
		Total	476.52

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Voucher Nbr	Check Date	Payee	Amount
	7/11/2025	MAP RETIREMENT USA, LLC	
		401(A) PLAN ADMIN	
100-00-51600-210-000		VILLAGE HALL 3RD PARTY ADMIN	1,075.00
		401(A) PLAN ADMIN 132642	
		Total	1,075.00

	7/11/2025	MUNICIPAL INSPECTORS LLC	
		MAY PERMITS	
100-00-52400-290-000		BUILDING INSPECT O/S SERVICES	17,421.04
		MAY PERMITS MAY 2025	
100-00-52400-290-000		BUILDING INSPECT O/S SERVICES	18,687.23
		JUNE 2025 BLDG PERMITS JUN 2025	
		Total	36,108.27

	7/11/2025	PROHEALTH CARE	
		BLOOD DRAW	
100-00-52100-390-000		POLICE EXPENSE	39.39
		BLOOD DRAW 10007257026	
		Total	39.39

	7/11/2025	R&R INSURANCE SERVICES INC	
		WORK COMP INS	
100-00-51931-000-000		WORK COMP	15,087.00
		WORK COMP INS 3202155	
100-00-51930-000-000		PROP & LIAB INS	17,533.00
		LWMMI INCL CYBER & CRIME INS 3202226	
100-00-51930-000-000		PROP & LIAB INS	602.00
		POLLUTION POLICY W/CHUBB 3202224	
		Total	33,222.00

	7/11/2025	REILLY, PENNER & BENTON LLP	
		2024 AUDIT & FORM C	
100-00-51510-000-000		ACCOUNTING & AUDITING O/S SERV	30,400.00
		2024 AUDIT & FORM C 83865	
		Total	30,400.00

	7/11/2025	SECURIAN FINANCIAL GROUP INC	
		056302 LIFE INS	
100-00-52100-132-000		POLICE INSURANCE	203.59
		056302 LIFE INS JUL 2025	

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100-00-53300-132-000		PUBLIC WORKS INSURANCE	39.28
056302	LIFE INS	JUL 2025	
100-00-51420-132-000		ADMIN C/T INSURANCE	30.89
056302	LIFE INS	JUL 2025	
100-00-51422-132-000		VILLAGE OFFICE INSURANCE	11.88
056302	LIFE INS	JUL 2025	
100-00-13101-000-000		ACCOUNTS RECEIVABLE OTHER	165.98
056302	LIFE INS	JUL 2025	
		Total	451.62

7/11/2025 SECURIAN LIFE INSURANCE COMPANY

ACCIDENT INS

100-00-21530-000-000		INSURANCE PAYABLE	23.22
	ACCIDENT INS	76038 JUL 2025	
		Total	23.22

7/11/2025 SOMAR TEK LLC/SOMAR ENTERPRISES

GLO BADGE METRO DEU

100-00-52100-313-000		POLICE CLOTHING ALLOW	133.00
	GLO BADGE METRO DEU	103565	
		Total	133.00

7/11/2025 STANDARD INSURANCE COMPANY RC

STD LTD INS

100-00-52100-132-000		POLICE INSURANCE	760.53
	STD LTD INS	JUL 2025	
100-00-53300-132-000		PUBLIC WORKS INSURANCE	242.25
	LTD STD INS	JUL 2025	
100-00-51422-132-000		VILLAGE OFFICE INSURANCE	31.93
	STD LTD INS	JUL 2025	
100-00-51420-132-000		ADMIN C/T INSURANCE	83.49
	STD LTD INS	JUL 2025	
		Total	1,118.20

7/11/2025 STRAND ASSOCIATES INC

N DOUSMAN RD TRL TAP REIMB

100-00-57400-000-000		CAPITAL PURCHASE	6,725.34
	N DOUSMAN RD TRL TAP REIMB	0226043	

Dated From: 7/11/2025 From Account:
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Voucher Nbr	Check Date	Payee	Amount
100-00-57400-000-000		CAPITAL PURCHASE	1,681.33
		N DOUSMAN RD TRAIL STEWARDSHIP GRANT 0226043	
Total			8,406.67

7/11/2025 STREICHER'S WRAALSTAD			
100-00-52100-313-000		POLICE CLOTHING ALLOW	59.95
		WRAALSTAD I1766195	
Total			59.95

7/11/2025 SWEEP-ALL LLC STREET SWEEPING 10.5 HRS			
100-00-53300-345-000		PUBLIC WORKS MS4	1,417.50
		STREET SWEEPING 10.5 HRS 31651	
Total			1,417.50

7/11/2025 TOP PACK DEFENSE BEST			
100-00-52100-313-000		POLICE CLOTHING ALLOW	845.00
		BEST 16334	
Total			845.00

7/11/2025 WAUKESHA COUNTY TREASURER 2025 TAX PARCEL BILLING			
100-00-51600-290-000		VILLAGE HALL TAX BILLS	5,254.41
		2025 TAX PARCEL BILLING CINV2025-00497	
Total			5,254.41

7/11/2025 WI DEPARTMENT OF TRANSPORTATION N DOUSMAN RD TRAIL DESIGN - STEWARDSHIP			
100-00-57400-000-000		CAPITAL PURCHASE	258.76
		N DOUSMAN RD TRAIL DESIGN - STEWARDSHIP 395-0000397476	
Total			258.76

7/11/2025 WISCONSIN PROFESSIONAL POLICE ASSOCIATION INC JUL 2025 UNION PAC 8			
100-00-21550-000-000		UNION DUES	0.80
		JUL 2025 UNION PAC 8 24478	
100-00-21550-000-000		UNION DUES	364.80
		JUL 2025 UNION LEER 8 25123	

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Voucher Nbr	Check Date	Payee	Amount
100-00-21550-000-000		UNION DUES	48.00
	JUL 2025	UNION ELPP 8	120217E
		Total	413.60
<hr/>			
	7/11/2025	WM CORPORATE SERVICES, INC	
		DISPOSAL OF SWEEPING MATERIAL	
100-00-53300-345-000		PUBLIC WORKS MS4	397.01
		DISPOSAL OF SWEEPING MATERIAL	0021135-1704-5
		Total	397.01
		Grand Total	180,188.48



Village Hall, 262-567-2757
Fax, 262-567-4115
Highway Dept., 262-567-2422
Police Dept., 262-567-1134
Building Inspector, 262-490-4141
www.summitvillage.org

Summit Village Hall • 37100 Delafield Road • Summit, WI 53066

MEMORANDUM

To: Village Board

From: Amy Barrows, Planner

Date: July 10, 2025

Re: **Plan Commission Update**

The Plan Commission held three public hearings and took action on several items at their June 19, 2025 meeting. The agenda is enclosed with a summary of actions taken. Staff reports that were presented at the meeting can be found on the Village's Website as part of the meeting packet in [Agendas and Minutes](#).



VILLAGE OF SUMMIT
CASH DEPOSIT AGREEMENT

The Mark & Eileen Lurvey Trust, and the Village of Summit, Wisconsin, hereafter referred to as “VILLAGE”, hereby enter into this Cash Deposit Agreement pursuant to Section 109-19 of the Village of Summit Municipal Code, effective upon the last date of signature shown below.

WHEREAS, Mark & Eileen Lurvey Trust intend to complete certain work within the Village of Summit as part of a subdivision development known as “The Gathering”, which is regulated by Section 109 of the Village of Summit Municipal Code, and Mark & Eileen Lurvey Truste intend to comply with all legal requirements; and

WHEREAS, pursuant to Section 109-18 of the Village of Summit Municipal Code, a subdivider shall provide and dedicate certain facilities and improvements, all of which facilities and improvements must be installed within the time required by the Village Board, but in no event to exceed two years; and

WHEREAS, pursuant to Section 109-18(2)& (6) of the Village of Summit Municipal Code, these facilities and improvements include stormwater drainage and erosion control, in accordance with the described specifications established by the Village Engineer for the Village of Summit, including the quality control/quality assurance requirements established by the Village Engineer; and

WHEREAS, pursuant to Section 109-19 of the Village of Summit Municipal Code, Mark & Eileen Lurvey Trust is required to establish a Security Mechanism in a form approved by the Village Attorney and in an amount approved by the Village Engineer and the Village Board to amply cover the cost of completing said facilities and improvements; and

WHEREAS, the Village Engineer and Village Board have approved an amount of such Security as \$67,005.90 based on estimated costs of such facilities and improvements, including quality control requirements of the Village Engineer; and

WHEREAS, Mark & Eileen Lurvey Trust, desires to make a \$67,005.90 cash deposit with VILLAGE pursuant to Section 109-19 of the Village of Summit Municipal Code in order to satisfy its requirement to establish a Security Mechanism.

NOW, THEREFORE, for valuable consideration acknowledged by both parties, IT IS AGREED AS FOLLOWS:

1. Mark & Eileen Lurvey Trust has paid \$67,005.90, the DEPOSIT, to VILLAGE which has been deposited in a bank account at Bank Five Nine located at 155 W. Wisconsin Avenue, Oconomowoc, Wisconsin, in the name of VILLAGE OF SUMMIT. The original of the documentation as to said bank account is on file with the Village Clerk. It is understood and agreed that the DEPOSIT shall serve as the Security Mechanism as set forth in Section 109-19 of the Village of Summit Municipal Code.

2. In the event the obligations required pursuant to Section 109-18 are not completed in accordance with said Ordinance within the time specified in the Ordinance, time being of the essence, Mark & Eileen Lurvey Trust, shall forfeit all interest in said bank account and all interest on the monies contained in said bank account and said account and interest shall become the property of the VILLAGE with no notice to Mark & Eileen Lurvey Trust.
3. In the event Mark & Eileen Lurvey Trust, complies with the terms and conditions of the Village, including the guarantees described therein, to the satisfaction of the VILLAGE, the deposit and all related interest shall be promptly and unconditionally returned to The Mark & Eileen Lurvey Truste, its successors or assigns by Village Board resolution, following a written determination being made by the Village Engineer that the improvements required of The Gathering and all other requirements of Section 109-18 have been satisfied.
4. The bank account referred to herein shall be of the type that has no penalty for withdrawal at any time; all interest earned on said DEPOSIT shall be paid to the VILLAGE if Mark & Eileen Lurvey Trust, defaults on its obligations; and all interest earned on said DEPOSIT shall be paid to Mark & Eileen Lurvey Trust, if it complies with such obligations. The Mark & Eileen Lurvey Trust, shall pay any and all income taxes due on the interest earned; all interest earned on the DEPOSIT shall remain in the bank account until distribution as set forth herein. Any bank fees arising from the bank account shall be charged to and paid with the funds in the DEPOSIT.
5. The amount of the cash deposit may be reduced from time to time as and to the extent that the portion of the work required under the aforementioned agreement is completed and paid for, provided, however, that no such reduction shall reduce the amount below the financial guarantee amount required by the Village. The Mark & Eileen Lurvey Trust may make a request for such a reduction in writing and must set forth the amount of the reduction and the amount of the remaining balance on deposit, which shall be reviewed by the Village Engineer, and reductions may be granted by Resolution of the Village Board. The Village Administrator shall process the reduction authorized by any such Resolution.
6. This Cash Deposit Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns, heirs and legal representatives.

DATED this 11th day of July, 2025.

VILLAGE OF SUMMIT

By: _____

Jack Riley, Village President

Attest: _____

Debra Michael, Village Administrator-
Clerk/Treasurer

STATE OF WISCONSIN
COUNTY OF WAUKESHA

Personally, came before me this 11th day of July, 2025, the above-named Village President, authorized signatory of the Village of Summit, to me known to be the person who executed the foregoing instrument and acknowledged the same.

NOTARY PUBLIC, STATE OF WISCONSIN

My commission expires: _____

By: _____
Mark & Eileen Lurvey Trust

Mark & Eileen Lurvey Trust

STATE OF WISCONSIN
COUNTY OF WAUKESHA

Personally, came before me this _____ day of _____, 2025, the above-named representative, authorized signatory of _____, to me known to be the person who executed the foregoing instrument and acknowledged the same.

NOTARY PUBLIC, STATE OF WISCONSIN

My commission expires: _____



Village Hall, 262-567-2757
Fax, 262-567-4115
Highway Dept., 262-567-2422
Police Dept., 262-567-1134
Building Inspector, 262-490-4141
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MEMORANDUM

To: Village Board

From: Kamron Nash, P.E., Village Public Works Director

Date: July 2, 2025

Re: Department of Public Works Administrative Report

DPW Crew Activities

Cemetery Activity Summary

- One burial was completed in June.
- 2 grave sales occurred in June, and two grave sales are pending.
- Village staff are working on creating a Cemetery Rules and Regulations policy, as well as updating the related Ordinance language.
- A special Cemetery Board meeting will be scheduled for July or August. Once the date is confirmed, an update will be provided to the Village Board.
- A blockage was found in the restroom piping/septic system of the cemetery. At first, staff believed that the septic system was full. However, it was discovered that roots were blocking a section of the piping. The piping was replaced, and total expenditures of the repair are anticipated to be approximately \$500 - \$600, which will come out of the Cemetery fund. Staff assisted with the repairs, which were completed by Leverenz.

Equipment Maintenance & Repair

- The medium duty plow truck is at Badger Truck and is being upfitted with the winter maintenance package. A separate agenda item has been added to the July 10th Village Board meeting requesting approval of add-on items for the winter package.

Park Activities

- On July 2, OABC reported that the handle/lock on the garage door was not functioning. The door was not able to be opened. Staff will work with a garage door company to determine the issue and make repairs or replace the lock/handle, if necessary.
- PD continues to receive reports of excessive parking along the "No Parking" zone on Genesee Lake Rd that is west of the entrance to Village Park. Visitors are now pulling off the road a significant distance on to the grass to appear as if they are not parking next to the road. At this time, PD will monitor and issue citations if they have continued problems. Parking is also occurring on the grass areas adjacent to the entrance road and the parking lot. The parking lot project is scheduled to begin the week of July 7th.

- Due to wet conditions and other priority projects, staff have not made any significant progress on the playground installation at Village Park.

Friends of Summit Parks Update

- The Friends group met on Monday, June 23rd. The following topics were discussed at the meeting:
 - The group is hoping to partner with community members and organizations to add 3 dog waste stations and benches to Genesee Lake Road Park.
 - The group has been tasked with bringing ideas for a community activity or fundraising opportunities to the July meeting. The group will focus on two of these ideas in 2025.
 - The results from the survey issued on social media for park and trails use were reviewed by the group.
 - The group will be moving forward with setting up a 501(c)(3) and completing by-laws.
- The next meeting is scheduled for Monday, July 21st at 5:30 p.m. at Village Hall.

Road Maintenance Activities

- Staff continue to address potholes throughout the Village.
- Staff have been working on removing several tree trunks that are located in the right-of-way.
- The second round of roadside mowing is underway.
- Shoulder improvements were made at the intersection of N Interlaken Dr and CTH P/N Sawyer Rd and along N Interlaken Dr up to Rock River Ct. The road is narrow at this intersection, and vehicles often deviate from the pavement. A significant drop off was filled in along the intersection.
- Waukesha County notified the Village that they intend to install an all-way stop at the intersection of CTH BB/N Golden Lake Rd and CTH DR/Delafield Rd. This project will help mitigate safety issues related to vehicles travelling in the northbound/southbound direction failing to stop and yield to traffic travelling on CTH DR/Delafield Rd. As part of the project, new overhead stop signs with flashing lights will be installed on CTH DR/Delafield Rd. The rumble strips on CTH BB/N Golden Lake Rd will also be filled in, which will alleviate concerns that neighbors have expressed regarding noise.

Snow & Ice Control

- WisDOT notified salt bid participants that the contracts have been renewed for the 2025 – 2026 winter season. Salt prices have increased to \$84.90/ton (5% increase from 2024 – 2025). The 2026 snow and ice control budget will reflect this increase.

Facilities Maintenance

Main Entrance Doors

- The locking mechanism in the door immediately to the left of the HC accessible door (when facing from the exterior of the building) has been stripped and requires replacement. Parts have been ordered, and repairs will be completed once received.

Village Hall Landscaping Update

- Staff have completed the majority of the landscaping updates around Village Hall, including planting of trees between the brine tank and Hope Church property as a screen.

Waukesha County No Parking Regulation Ordinance

The County is proposing a No Parking Anytime regulation via County Board Ordinance in July. There is currently No Parking on the south side of CTH B between Pabst Road and N Mill Rd. The County has received some complaints about parking west of Pabst Road recently. After reviewing, they were unable to find the original ordinance to support the existing No Parking zone and are proposing an ordinance that will create No Parking on both sides of CTH B between CTH P (Sawyer Road) and N Mill Road. The County does not anticipate any concerns with restricting parking since there are not any good locations along CTH B for parking, but they have reached out to make sure that the Village of Summit was aware and if staff had any concerns. Chief Hartert and Director Nash will review and provide comments, if any.

N Dousman Road Multi-Use Trail Extension Project

Staff continue to work on obtaining formal proposals for easement acquisition services costs and will present to the Village Board for consideration at a future meeting.

2025 Road Improvements Program & Genesee Lake Road Park Parking Lot Project

Wolf intends to begin working on the parking lot at Village Park the week of July 7th, and Delafield Rd and Dekoven Rd work will begin the same week (weather pending). Residents will be notified of work activities in advance by the contractor and SEH.

The contractor working with Midwest Networks Development on the fiber optic project on Delafield Rd west of CTH BB has indicated that their work will be completed the week of June 30th, and there should not be any conflicts with Village paving operations.

Waterville Lake Dam Ownership Update

No additional updates are available at this time. The Waterville Lake HOA Board is discussing next steps as to assessing what needs to be done to evaluate and make the dam compliant to withstand a 1,000-year event.

Proposed Intersection Improvements at Genesee Lake Rd and STH 67

WisDOT has notified Village staff of a project along STH 67 in the Village of Summit, the City of Oconomowoc, and the Village of Dousman. A project location map is attached for reference.

This project includes the following scope of work:

- WisDOT is proposing an asphaltic pavement resurfacing along this segment of STH 67. This improvement is intended to address the deteriorating pavement condition and the decreased ride quality along STH 67.
- There is a segment of STH 67 from Distribution Ct to Aurora Dr in which the pavement is proposed to receive a preservation treatment. This improvement is intended to maintain the good pavement condition.
- Improvements to the intersection of STH 67 and Genesee Lake Rd under ID 3100-05-01 as part of the Highway Safety Improvement Program (HSIP) are proposed to be included with this project. Improvements include installation of dedicated left turn lanes on the northbound and southbound approaches and realignment of the intersection on the eastbound and westbound approaches.

Clearwave Fiber Meeting

Clearwave Fiber, a telecommunications company that provides fiber internet in IL, GA, KS, and FL, reached out the Director Nash to meet regarding potential service in our area. They are working to become a licensed fiber internet provider in WI, and they are reaching out to communities to determine feasibility and interest in providing fiber services to residential neighborhoods. Over the past 5 - 6 years, they have been expanding more into the residential service. They are looking for areas with demographics and density that meet their standards for providing service. The company is self-funded and does not utilize government funding for expansion of service. As they continue their goal of extending into the state, they will reach out again in the future to discuss opportunities, regulations, and concerns more in depth.

National Fitness Campaign Status

No additional donations have been received for the NFC fitness court campaign. A total of \$11,000 has been donated to date.

Village Safety Program Development & Implementation

Safety Committee Meeting

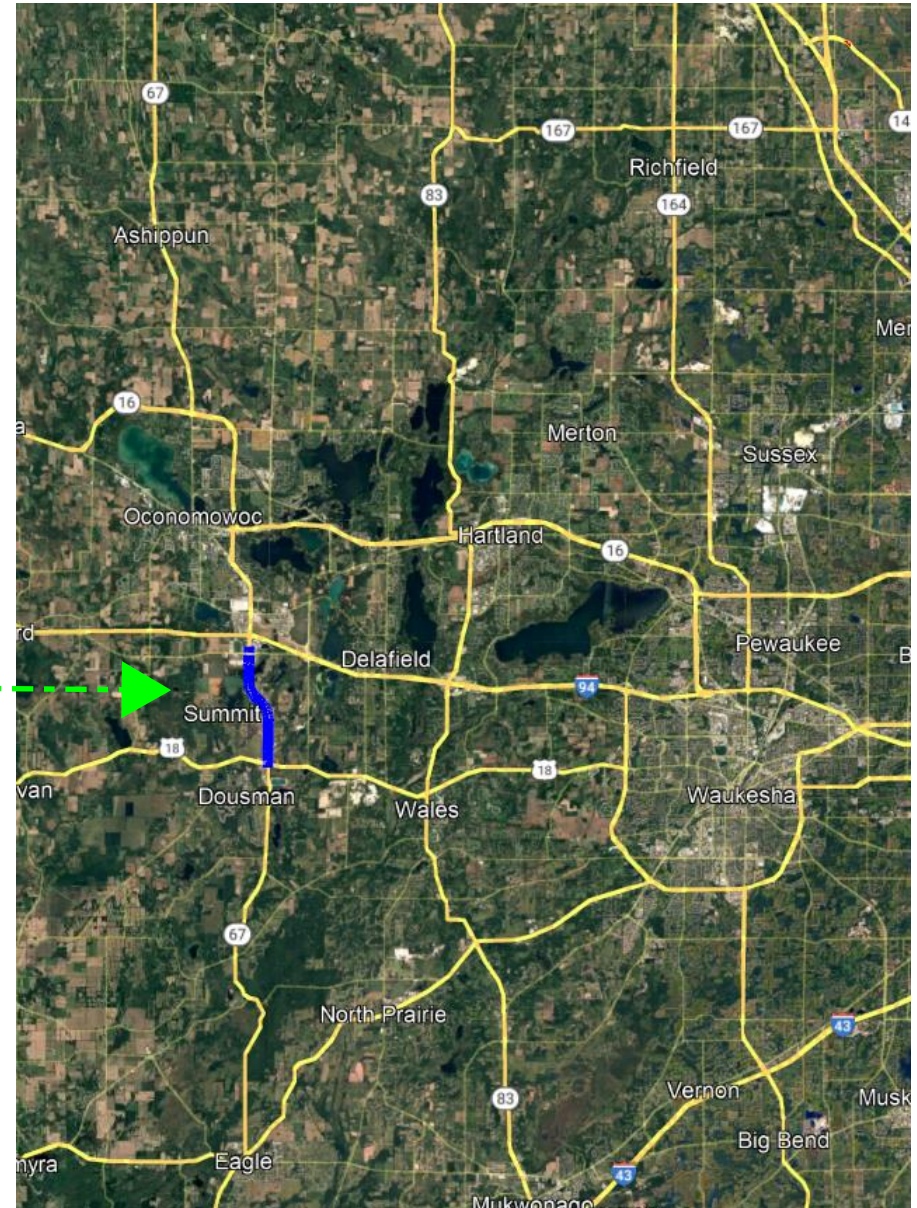
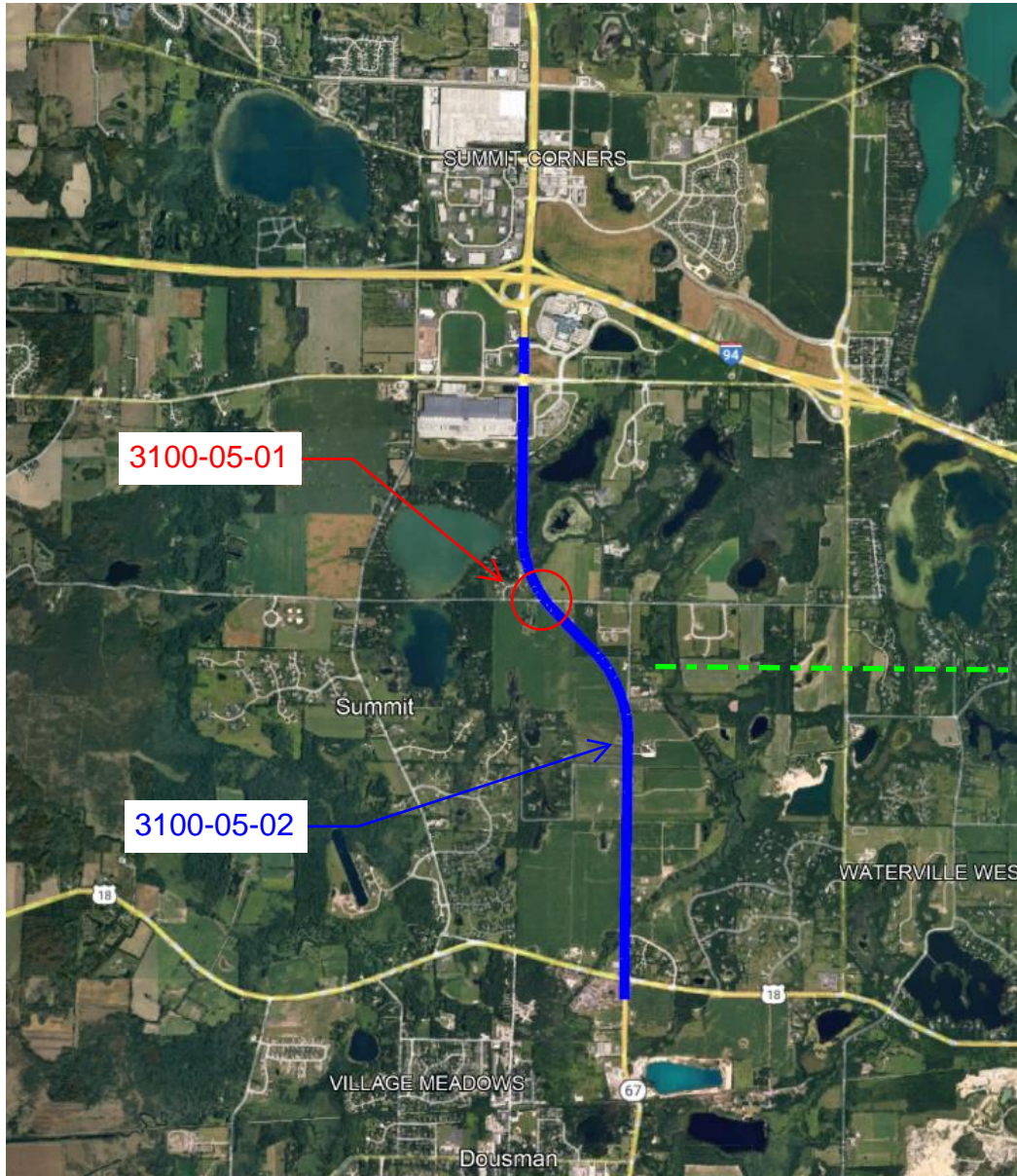
The next Village Safety Committee meeting is scheduled for August 25th at 9:00 a.m.

NIMS Training Update

All of the DPW staff have fully completed their NIMS training. One Village Trustee has not completed their NIMS courses to date.

ATTACHMENTS: Project Map: WisDOT STH 67 Improvements

PROJECT ID: 3100-05-01 & 3100-05-02
STH 67
DOUSMAN - OCONOMOWOC
0.1 MI S OF USH 18 TO AURORA DR
WAUKESHA COUNTY





Village Hall, 262-567-2757
Fax, 262-567-4115
Highway Dept., 262-567-2422
Police Dept., 262-567-1134
Building Inspector, 262-490-4141
www.summitvillage.org

Summit Village Hall • 37100 Delafield Road • Summit, WI 53066

MEMORANDUM

To: Village Board

From: Kamron Nash, P.E., Village Public Works Director

Date: July 1, 2025

Re: Discussion and Action on Amendment to Purchase of Municipal Winter Build Package for Medium Duty Truck

PURPOSE:

To request approval from the Village Board to authorize the purchase of three additional options for the winter build package for the medium duty plow truck that were not included in the original specifications/bid.

BACKGROUND:

As part of the 2025 annual budgeting and CIP approval process, \$130,000 of borrowed funds have been included in the 2025 CIP for the purchase of a new medium duty truck outfitted with a plow and de-icing chemical spreading system for the Village's Public Works Department. The purchase of the truck chassis and municipal winter build package was approved at the February 13, 2025 Village Board meeting at a total cost of \$125,970.

The chassis for the truck was received several weeks ago and has been transferred to Badger Truck Equipment for the winter package upfit. There were three items that were not included in the original specifications (oversight by Village staff and Badger Truck sales) that staff would like to have installed as part of the build:

- **3-Way Ball Valve (output prewet line) - \$200.00**
This is an optional valve assembly for the prewet system that will allow for bypass of the system and easier maintenance.
- **Reverse Spot Lights - \$425.00**
Reverse spot lights are optional, but they provide additional light when operators are backing up trucks during plowing operations.
- **Closed Look Granular Feed Back Kit - \$600 (total actual cost \$1,200, to be shared)**
For some reason when specs were being drafted for this build, both the sales rep from Badger and Village staff missed the fact that a closed look system was not included in the salt spreading system. It was included in the prewet system, however. The intent of a closed system is to have the proper sensors and feed to the Force controller to accurately track material usage, application rates, spinner speed, etc. Since this was missed, Force has agreed to provide the feedback kit (splitter, cable), and Badger is

proposing splitting the cost of the remaining parts (sensor, caps, bulkhead, etc.) with the Village.

RECOMMENDATION:

Village staff is recommending that the Village Board approve the purchase of three additional options for the winter build package for the medium duty plow truck. The additional \$1,225 would bring the project total to \$127,195. The 2025 approved CIP amount for this project is \$130,000.

ATTACHMENTS: Badger Truck Equipment Quote (S8959 Add-Ons)

FISCAL IMPACT: \$1,225 expenditure in addition to \$125,970 previously approved in February of 2025, for a total purchase cost of \$127,195; 2025 CIP includes \$130,000 of borrowed funds.

RECOMMENDED MOTION: **Motion to authorize Village staff to place orders for the add-ons to the municipal winter package build as specified at a cost of \$1,225 from Badger Truck Equipment utilizing borrowed funds.**



10915 W. Rogers St.
Milwaukee, WI 53227

: Village of Summit

:
:
:
:
:

Phone: (414) 934-5515

Fax: (414) 328-3331

www.badgertruck.com

: **S8959 Add Ons**

=====
Date: July 2, 2025 Time: 12:42 PM Terms: **Due on Delivery** Contact: Scott
Phone # 262-567-2422 Fax # contact fax E-mail: DPW@summitvillage.org
=====

**** SALES QUOTATION ****

1. Supply and Install 3-way Ball Valve

- a. Mount ball valve to output prewet line
- b. Add fittings to make work
- c. Installed complete

Total \$200.00

2. Supply and Install Reverse Spot Lights

- a. Buyers white spot lights (2)
- b. 1 spot tied into reverse; spreader spot tied into upfitter 4
- c. Installed complete

Total \$425.00

3. Supply and Install Closed Loop Granular Feed Back Kit

- a. Granular feed back kit.
 - i. sensor, coupler, 2 meter cable, 10 meter cable, dust caps, M12 bulkhead
- b. Prewet feedback kit – complimentary from Force
 - i. splitter, 2 meter cable (M12 to M12)
- c. Wired into 5100ex controller
- d. Installed complete

Total \$1,475.00

Deduct force (\$275)

Total \$1200.00 split between Badger and Summit

Total for Extras

\$200 valve

\$425 spots

\$600 granular feedback kit

\$1225

=====
ALL SALES TAX AND FET TAX WILL BE ADDED
=====

Submitted by: Shawn Centell 6-10-25 Quote firm for 30days. Terms: 50% on order; 50% on delivery. PO # _____
Quote and terms accepted by: _____ Title: _____ Date accepted _____

THANK YOU for the opportunity to submit our quote for your consideration



Village Hall, 262-567-2757
Fax, 262-567-4115
Highway Dept., 262-567-2422
Police Dept., 262-567-1134
Building Inspector, 262-490-4141
www.summitvillage.org

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MEMORANDUM

To: Village Board

From: Kamron Nash, P.E., Village Public Works Director

Date: July 2, 2025

Re: Discussion and Action on SEH Proposal for Professional Services to Complete a Park Impact Fee Analysis Update

PURPOSE:

To request Village Board approval of a proposal from the Village Engineer, SEH, to perform professional services to update the Village's Park Impact Fee Analysis.

BACKGROUND:

As part of the 2025 Village Capital Improvement Plan, the Village approved \$16,000 in borrowed funds to complete a park impact fee study. At that time, staff had received a cost estimate for budgeting purposes that included a scope similar to the Village's most recently completed analysis/study that was completed in 2018.

During the May 5, 2025 Special Village Board meeting, the Village discussed the scope of services for the 2025 park impact fees study. The Village's current ordinance for impact fees includes fees for single-family and multi-family residential units. However, there are no fees established for other types of development, including, but not limited to, commercial, industrial, and mixed-use development. These types of developments, although not as common as residential developments, also contribute to community growth and a demand in recreational facilities. Impact fees are design to ensure that new development contributes fairly to the costs associated with increased recreational needs created by growth. It is recommended that fees are reviewed periodically to ensure that current Village needs are met. The Village Board directed staff to look into the investigation and development of fees for other zoning districts aside from residential and to develop a scope of work and associated cost.

SEH has put together a proposal for a Park Impact Fee Analysis that includes three tasks:

Task 1: Park Impact Fee Needs Assessment Study – Residential (\$14,600)

Task 2: Park Impact Fee Needs Assessment Study – Non-Residential (\$6,800)

Task 3: Park Impact Fee Public Hearing & Ordinance (\$2,200)

A more comprehensive breakdown of the scope has been included in the attached Supplemental Letter Agreement proposal.

Task 1 and 3 would be considered the “base” proposal, which includes analysis and update of the residential fee (Task 1) and efforts to assist with a proposed ordinance amendment and a public hearing (Task 3) at a cost of \$16,800. This is \$800 more than anticipated and does not include analysis and recommendations for non-residential development (Task 2).

There are three options that the Village Board may consider for completion of this project:

1. Supplement with Recreation Operating Funds

Unfortunately, there were three unexpected expenses that were fairly expensive at Genesee Lake Road Park this spring that impacted the recreation operating budget significantly (septic pump/float switch failure - \$2,115, main water valve/plumbing repairs - \$1,431, well pump sensor failure/new pressure tank installation - \$2,200), and supplemental funding is not available unless a budget amendment is made. It is not recommended to go this route, as the playground installation project at Genesee Lake Road Park has not yet been completed and will likely utilize any remaining budget.

2. Amend the 2025 CIP to Increase the Approved Amount of Borrowed Funds

The Board may consider amending the CIP to include additional borrowed funds in 2025 to complete the project.

3. Defer the Park Impact Fee Analysis Update Project to 2026

The project may also be deferred to 2026, and appropriate funding would be included in the 2026 CIP for approval at the Village Board’s direction.

Note that there are two residential developments that are working through the approval process at this time with 30 new single-family lots. In the event that the ordinance is updated by the time that building permits are pulled for these lots (and assuming that the fee increases as a result of the analysis and ordinance update), there is potential for additional revenue if the project is completed in 2025.

RECOMMENDATION:

Village staff is looking for direction from the Village Board. Specifically, does the Board wish to complete this project in 2025, or would the preference be to defer to 2026 due to budgeting constraints? If the project is completed in 2025, a proposed motion should include the option listed above to fund the project cost above the \$16,000 approved in borrowed funds in the CIP (Option 2 or 3, as described above).

ATTACHMENTS:

SEH Proposal for Professional Engineering Services for the Park Impact Fee Analysis Update Project

FISCAL IMPACT:

The proposal is in the form of a lump sum, with a total project cost potential of up to \$23,600 if all three tasks are selected. If the “base” proposal (residential only) including Task Nos. 1 and 3 are selected, the total would be \$16,800. A total of \$16,000 has been approved in the 2025 CIP utilizing borrowed funds.

RECOMMENDED MOTION:

To be determined, based on Village Board direction.

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between Village of Summit (“Client”), and Short Elliott Hendrickson Inc. (“Consultant”), effective November 2, 2023, this Supplemental Letter Agreement dated July 10, 2025 authorizes and describes the scope, schedule, and payment conditions for Consultant’s work on the Project described as: **Park Impact Fee Analysis Update**.

Client’s Authorized Representative: Kamron Nash
Address: 37100 Delafield Road, Summit, Wisconsin 53066, United States
Telephone: 262.567.2757 **email:** pwdirector@summitvillage.org

Project Manager: Nate Day
Address: 501 Maple Avenue, Delafield, Wisconsin 53018
Telephone: 608.620.6185 **email:** nday@sehinc.com

Scope: The Services to be provided by Consultant:

Consultant will assist the Village in evaluating and updating current park impact fees established to assist with financing new facilities and improvements to existing facilities required to serve new development. Consultant will produce a needs assessment in compliance with Wisconsin Statutes § 66.0617(4)(a) and will assist with the public hearing and ordinance amendment. The Basic Services to be provided by Consultant include:

Task 1: Park Impact Fee Needs Assessment Study – Residential

- Consultant will work with Client to obtain an inventory of existing public parks and recreation facilities including an identification of any existing deficiencies in the quantity or quality of those public facilities for which it is anticipated that an impact fee may be imposed. Consultant will obtain existing data from the previous analysis, GIS system, comprehensive plan, and parks website. Client will review the inventory and provide information on gaps in the data.
- Client will identify new public parks and recreation facilities, improvements, or expansions of existing public facilities, that will be required because of residential land development for which it is anticipated impact fees may be imposed.
- Consultant will work with Client on the identification of service areas and service standards.
- Client will provide estimates of the capital costs of providing the new public park and recreation facilities and improvements or expansions in existing public facilities.
- Consultant will prepare the Residential Park Impact Fee Needs Assessment report with supporting information (e.g. the information listed above), in accordance with Wisconsin Statutes § 66.0617.

Task 2: Park Impact Fee Needs Assessment Study – Non-Residential

- Client will identify new public parks and recreation facilities, improvements, or expansions of existing public facilities, that will be required because of commercial, industrial, and mixed-use land development for which it is anticipated impact fees may be imposed.
- Consultant will work with Client on the identification of service areas and service standards.
- Client will provide estimates of the capital costs of providing the new public park and recreation facilities and improvements or expansions in existing public facilities.
- Consultant will prepare the Non-Residential Park Impact Fee Needs Assessment report with supporting information (e.g. the information listed above), in accordance with Wisconsin Statutes § 66.0617.

Task 3: Park Impact Fee Public Hearing & Ordinance

- Consultant will work with Client to develop a proposed ordinance amendment for the adoption of the proposed impact fees.
- Client will schedule and properly notice the required public hearing on the proposed ordinance amendment, and Consultant will support Client during the public hearing process and consideration of ordinance adoption.

Additional Services, upon Written Request:

- Participation at various meetings with the Client and/or Client's staff, Village administration as requested by the Client or Client staff, including additional public presentations and/or public hearings during the approval process to discuss the Project.
- Providing architectural / engineer's estimate of probable costs for new public park and recreation facilities, improvements or expansions in existing public facilities

If the Village opts for any of the listed additional services, Village and Consultant will mutually agree in writing to a change in fee, prior to moving forward with the new scope.

Schedule: The above detailed scope of work will be completed by December 31, 2025.

Payment:

The lump sum fee for Task 1 is **\$14,600** including expenses and equipment.

The lump sum fee for Task 2 is **\$6,800** including expenses and equipment.

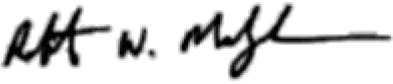
The lump sum fee for Task 3 is **\$2,200** including expenses and equipment.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-2.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

Short Elliott Hendrickson Inc.

Village of Summit

By: 

By: _____

Full Name: Robert Malzahn

Full Name: _____

Title: Client Service Manager

Title: _____

Exhibit A-2
to Supplemental Letter Agreement
Between Village of Summit (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated July 10, 2025

Payments to Consultant for Services and Expenses
Using the Lump Sum Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Lump Sum Basis Option

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

B. Expenses Not Included in the Lump Sum

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.



Village Hall, 262-567-2757
Fax, 262-567-4115
Highway Dept., 262-567-2422
Police Dept., 262-567-1134
Building Inspector, 262-490-4141
www.summitvillage.org

Summit Village Hall • 37100 Delafield Road • Summit, WI 53066

MEMORANDUM

To: Village Board

From: Kamron Nash, P.E., Village Public Works Director

Date: July 1, 2025

Re: Discussion and Action on Request to Utilize Open Space at Atkins Olson Memorial Park for Yoga Classes

PURPOSE:

To provide information for Village Board consideration related to a request by a citizen to utilize open space at Atkins Olson Memorial Park to teach yoga classes.

BACKGROUND:

Morgan Kremer reached out to Village staff to inquire about using open space at Atkins Olson Memorial Park to teach yoga classes. Her request includes the following:

- The classes are proposed for Sunday mornings when weather permit, beginning with a few weekends in July. If there is continued interest from participants, she would add Sundays in August.
- She anticipates a total of 10 – 15 people to attend each class.
- She will not charge for classes, but will accept donations. She is looking to gain experience as a yoga instructor after receiving her certification to teach.
- She is insured and would provide a copy of her certificate of insurance listing the Village as an additional insured.
- She is requesting that the Village waive the rental fee with the understanding that any other reservations would take precedence over her classes.
- If Atkins Olson Memorial Park location does not work out, she would be open to using an alternate Village park location.

The land is owned by the WDNR, and the Village has an existing lease for the use of this property. The primary purpose of the lease agreement is to provide adequate access to the Bark River for public use, but the language also states that fishers, hikers, bird watchers, picnickers, and other users of local public lands are allowed. It also states that the area shall remain open to the public in perpetuity and maintained as a wayside facility open to the travelling public. Commercial, industrial, and residential activities are prohibited. Staff have reached out to the WDNR Real Estate Division in our region to inquire about whether this use is

acceptable under the conditions of the lease, but a response has not yet been received as of the date of this report.

RECOMMENDATION:

Village staff are looking for feedback on whether the Village Board would support use of Atkins Olson Memorial Park by a citizen to teach yoga classes that are free to the public. The Board may consider a conditional approval, contingent upon staff verifying with the WDNR whether this use falls within the Village's authority to permit. Alternately, the Village may consider allowing Ms. Kremer to utilize another Village park to conduct her classes.

ATTACHMENTS:

Email correspondence from Morgan Kremer RE: Permit for Yoga (dated June 16-24, 2025)

Lease of State-Owned Access Site – STH 18 Bark River Canoe Access (Atkins Olson Memorial Park)

FISCAL IMPACT:

To be determined, based on Village Board direction.

RECOMMENDED MOTION:

To be determined, based on Village Board direction.

Kamron Nash

From: Kamron Nash
Sent: Tuesday, June 24, 2025 12:45 PM
To: Morgan Kremer
Subject: RE: Permit for Yoga

Good afternoon, Morgan.

Thank you for the email and for the phone conversation today. As discussed, I will bring your request forward to the Village Board for consideration. I will include the following details in my report to them (please feel free to reply with any corrections or adjustments to anything):

You are requesting use of open space at Atkins Olson Memorial Park for teaching yoga classes.

- The classes are proposed for Sunday mornings when weather permit, beginning with a few weekends in July. If there is continued interest from participants, you would add Sundays in August.
- You anticipate a total of 10 – 15 people to attend each class.
- You are not charging for classes, but will accept donations.
- You are insured and would provide a copy of your certificate of insurance listing the Village as an additional insured.
- You are requesting that the Village waive the rental fee with the understanding that any other reservations would take precedence over your classes.
- If Atkins Olson Memorial Park location does not work out, you would be open to using an alternate Village park.

The next Village Board meeting is on Thursday, July 10th and begins at 6:30 p.m. I will add your request to the agenda, and you are more than welcome to attend the meeting. The Village Board may engage you directly to questions, if you are present. There is not a requirement to attend.

Please let me know if you have any questions!

Thank you,

Kamron E. Nash, P.E.
Public Works Director
Village of Summit
37100 Delafield Road | Summit, WI 53066
262-567-2757 main | pwdirector@villageofsummitwi.gov
<https://summitvillage.org/>
Pronouns: she/her/hers

-----Original Message-----

From: Morgan Kremer
Sent: Monday, June 16, 2025 3:34 PM
To: Kamron Nash <pwdirector@villageofsummitwi.gov>
Subject: Permit for Yoga

Hello,

My name is Morgan Kremer and I am interested in teaching yoga classes at Adkins Olson Park.

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
2300 N. Dr. Martin Luther King, Jr. Drive
Milwaukee WI 53212-3128

Scott Walker, Governor
Cathy Stepp, Secretary
Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711

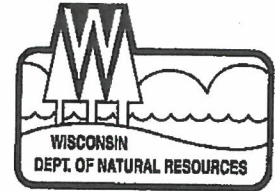


Exhibit C

September 26, 2012

Henry J. Elling, Administrator
Village of Summit
2911 N Dousman Road
Oconomowoc WI 53066

Subject: STH 18 Wayside/Access Lease, Bark River, Waukesha County

Dear Mr. Elling:

Enclosed is the executed lease with the Village of Summit for the operation and maintenance of the STH 18 Wayside Access on the Bark River.

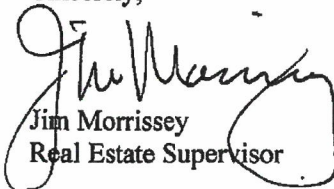
Should the Village of Summit wish to pursue funding assistance for any future development of this parcel, please contact Mr. Jim Ritchie, Department of Natural Resources, Government Outreach Supervisor to explore available opportunities and assistance. Mr. Ritchie can be reached at (414) 263-8610 or by e-mail at james.ritchie@wisconsin.gov.

If you or your staff has any questions, or if we can provide any clarification on this issue, do not hesitate to contact Mr. Jim Ritchie or myself at (414) 263-8640 or james.morrissey@wisconsin.gov.

The Department appreciates your interest and commitment in pursuing a public open space/park/canoe access site along the Bark River within your community.

Thank you!

Sincerely,


Jim Morrissey
Real Estate Supervisor

c: ~~Jim Ritchie - SER Milwaukee~~

CORRESPONDENCE/MEMORANDUM

DATE: September 24, 2012

FILE REF: CL-6027

TO: Jim Morrissey – SOD/Milwaukee

FROM: Sharene Smith – LF/6

SUBJECT: Village of Summit Lease

Here is the signed lease for the Village of Summit. I've already uploaded in LRS.
Thanks Jim!

Document Number

Document Title

State of Wisconsin
Department of Natural Resources
PO Box 7921
Madison, Wisconsin 53707-7921

Lease of State-Owned Access Site
Form 3700-008 (R 3/00) Page 1 of 4

Notice

Completion of this agreement is required under s. 23.09(2)(h), Wis. Stats.
Personally identifiable information requested on this form will be used for managing public access sites and is unlikely to be used for other purposes.

Lessee Information

Agency or Organization

Village of Summit

Authorized Representative Last Name

First

MI

Elling

Henry

Position Title

Village Administrator

Street Address

City

State

ZIP Code

2911 N Dousman Road

Oconomowoc

WI

53066

Recording Area

Name and Return Address:

WI Dept. of Natural Resources
Facilities and Lands
PO Box 7921
Madison, Wisconsin 53707-7921

REGISTER OF DEEDS:

Please return original order(s) to DNR promptly after recording.

Access Site Information

Waterbody Name

Property Name

Bark River

STH 18 Wayside (File #10043)

Street Address

City

State

ZIP Code

None

Dousman

WI

53066

County Name

Town Name

Waukesha

Village of Dousman

Park System

Access Site Name

Village of Dousman

STH 18 Bark River Canoe Access

Lease Terms and Conditions

THIS LEASE is entered into by and between the Wisconsin Department of Natural Resources, herein after referred to as DNR, and the Lessee named above, herein after referred to as the Lessee; and

WHEREAS, the DNR and the Lessee wish to provide adequate access to the waters above for public use including boating and fishing; and

WHEREAS, it is the policy of the DNR to cooperate with local units of government and private cooperators in providing adequate access to the waters of the State; and

WHEREAS, the land now owned by the DNR provides space for boaters and fishers seeking access to these waters; and

WHEREAS, the Department may enter into this lease pursuant to s 23.09(2), Stats.

NOW THEREFORE, for and in consideration of the covenants set forth below, the DNR leases unto the Lessee the above-described property for the purpose of development and/or maintenance including constructing, operating, maintaining, repairing, removing and replacing with or without state or federal grants in aid a public access to the above waterbody which shall become a part of the Park system named above and shall be known as the Access site named above.

I. PREMISES

The Access is more specifically described in exhibit A, attached hereto and made a part hereof this lease agreement.

II. TERM AND TERMINATION

This lease shall become effective when signed by both parties and recorded and shall remain in effect for a period of 20 years from the date of signing and may be modified or renewed upon written agreement of both parties.

- B. 1. The Lessee may terminate the lease with the DNR by providing ninety (90) days written notice of said termination. In the event the Lessee terminates the lease, the Lessee shall assume compliance responsibility for any other grants accepted by the Lessee for the property and satisfy those responsibilities to the satisfaction of the grantors.
2. The DNR may terminate this lease with the Lessee in the event that:
- The Lessee breached any term or condition of the lease and said breach remains uncorrected for a period of sixty (60) days from receipt of the DNR's written notification of said breach by the Lessee. In the event the Lessee breached any term or condition of lease from the DNR the Lessee shall assume compliance responsibility for any state or federal recreation grant fund assisted areas; OR
 - The DNR determines that the continued use of the premises as a public access site would be inconsistent with the management needs or objectives of the DNR or the State of Wisconsin. In exercising its termination rights under this provision the DNR shall give the Lessee 180 days notice of termination and reimburse the Lessee for developed improvements on the remaining useful life values of the improvements, subject to the availability of future appropriations.
- C. DNR represents that it has made reasonable inquiry and has no reason to believe that hazardous waste, noxious waste, or any other condition of the land subject to this lease exists that would inhibit the ability of the Lessee to possess and improve the property as contemplated by this lease. If, however, such prohibitive conditions are discovered, either DNR shall take all steps reasonably necessary to remove such conditions or the intent of this lease agreement being frustrated, the lease shall terminate.

III. LESSEE'S USAGE

- A. The Lessee may develop, repair, replace, remove, construct, and maintain an access site for public use including parking and launch facilities for boaters, fishers, hikers, bird watchers, and other users of local public lands. The Lessee may also develop shore fishing, sanitary, and picnic facilities. The Lessee may regulate, in a fashion that is not inconsistent with the Lessor's guidelines, uses of the area including swimming and the discharge of firearms. All activities must be consistent with the purpose for which the land was acquired.
- B. The Lessee may require and impose town or county rules and regulations pertaining to user fee payments for boat launching, shore fishing and vehicles using a described parking area. If fees are charged for boat launching such fees shall not exceed the fee charged for daily entrance into State Parks, unless a higher fee is approved by the DNR according to s. NR 1.91, Wis. Adm. Code.
- C. The Lessee shall comply with applicable state and local floodplain regulations.
- D. The Lessee shall comply with all State of Wisconsin Historical Society guidelines for development of the described area. When federal funds were used to acquire the property, the Lessee must comply with Section 106 of the National Historic Preservation Act, the National Environmental Policy Act, the Endangered Species Act, and other applicable federal legislation.
- E. The Lessee shall maintain the area in a neat, safe, sanitary, and usable condition, and in compliance with the standards in s. NR 1.91(8), Wis. Adm. Code. The area should be operated in a manner to achieve safety, preserve and protect property, public health and welfare.
- F. The Lessee shall post signs or posters at the access site which identify the property for public use and inform the public of the source of funds used for the development and/or maintenance of the area. The Lessee agrees that any advertising or display material relating to the access site shall clearly identify the property as owned by the DNR and under the management and control of the Lessee.

IV. LIMITATIONS ON USAGE

- A. The Lessee shall design and maintain the public access site to provide barrier-free use and boating access for persons with disabilities.
- B. DNR's vehicles shall be exempt from any and all user fees while said vehicles and/or boats and trailers are being used on official business or official discharge of duties.

- C. In the exercise of its rights herein, including but not limited to the operation of the property as a public access site, the Lessee shall not discriminate against any member of the public on the basis of age, race, creed, color, handicap, sex, marital status, arrest or conviction records, ancestry, sexual orientation or membership in the National Guard, state defense force or any other reserve component of the military forces of the United States.
- D. In connection with the performance of work under this lease, the Lessee agrees not to discriminate against any employe or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Stats., sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Lessee further agrees to post in a conspicuous places available for employes and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

V. GENERAL

- A. Neither this lease nor any right or duty of the Lessee herein shall be assigned, transferred, conveyed, delegated, or contracted without prior written permission of the DNR.
- B. The Lessee agrees to save, keep harmless, defend, and indemnify the DNR and all of its officers, employes, and agents against any and all liability, claims, and costs of whatever kind and nature, for injury to or death or any person or persons, and for loss or damage to any property (state or other) occurring in connection with or in any way incident to or arising out of the Lessee's occupancy, use, service, operation, or performance of work in connection with this lease.
- C. The Lessee shall be responsible for obtaining insurance for any and all improvements or structures located on subject property.
- D. The Lessee acknowledges that it is not an employe or agent of the DNR.
- E. The Lessee shall have sole control of the method of work to be performed, hours worked, and the time and manner of any performance under this lease other than specifically provided herein. The DNR assumes no responsibility for supervision or direction of the performance of the lease by the Lessee or the Lessee's employes or agents. The DNR further agrees that it will exercise no control over the selection and dismissal of the Lessee's employes or agents.

VI. OTHER MUTUALLY AGREED UPON CONDITIONS

see below:

- A. The STH 18 Wayside site shall be open from 6:00AM to 11:00PM daily. This is consistent with existing Village of Summit Park ordinance.
- B. Any STH 18 Wayside site closure must be approved by the Department of Natural Resources.
- C. One handicap vehicle parking space must be designated and adequately signed within the STH 18 Wayside site consistent with the American Disabilities Act (ADA).

Lease of State-Owned Access Site

Form 3700-008 (R 3/00)

Page 4 of 4

Authorized Signatures

IN WITNESS WHEREOF, these individuals as authorized representatives of their respective parties sign and agree to the terms of this lease.

Authorized Representative Name (Print)	Signature	Date
Elling, Henry	<i>Henry A. Elling</i>	9/6/12

STATE OF WISCONSIN
COUNTY OF WAUKESHA

Personally came before me this 6th day of September 2012, the above-named Henry ELLING, to me known to be the person who executed the foregoing instrument and acknowledged the same.

[Signature]
 Notary Public State of Wisconsin
 My Commission expires / is 01/27/2013

STATE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES
For the Secretary:

By: State Real Estate Manager

Last Name	First	MI	Signature	Date
Steffes	Richard	E	<i>Richard E. Steffes</i>	9-21-12

STATE OF WISCONSIN
COUNTY OF DANE

Personally came before me this 21st day of September, 2012, the above-named Real Estate Manager of the Wisconsin Department of Natural Resources, RICHARD E. STEFFES, to me known to be the person who executed the foregoing in the capacity therein stated and for the purpose therein contained.

[Signature]
 * SHARENE J. SMITH
 Notary Public State of Wisconsin
 My Commission expires / is 9/22/2013

**LEGAL DESCRIPTION
EXHIBIT A**

That part of the South $\frac{1}{2}$ of the Southwest $\frac{1}{4}$ of Section 33, Township 7 North, Range 17 East, Town of Summit, Waukesha County, State of Wisconsin, described as follows:

Commence in the East line of said Southwest $\frac{1}{4}$ at a point 970.95 feet North $00^{\circ} 02' 32''$ West of the Southeast corner of said Southwest $\frac{1}{4}$; thence Westerly 675.46 feet along a $02^{\circ} 00' 00''$ curve to the right (which is the relocated USH 18) to the point of beginning of this description; thence continue Westerly along said curve 1238.23 feet; thence Southwesterly 60.00 feet, normal to said curve, to the South line of USH 18; thence South $51^{\circ} 43' 45''$ East 638.58 feet along said South line; thence South $52^{\circ} 46' 08''$ East 61.20 feet along said South line to the Northwest corner of Parcel A of CSM 2296; thence Easterly 668.47 feet along the North line of said parcel to the Northeast corner of said parcel; thence Northwesterly to the point of beginning.

Except the North 70.00 feet thereof.

This parcel contains 2.90 acres, more or less.

All public and private utilities located upon or under the above-described lands, whether by permit or easement, shall have the continued right of occupancy and the continued right of ingress and egress for personnel and equipment for the purpose of maintaining or improving their transmission and/or distribution facilities located wholly or partially within the above-described lands as of the date of this instrument.

Grantee agrees there shall be no commercial, industrial, or residential activity undertaken or allowed within the above-described land and the above land shall remain open to the public in perpetuity. Grantee agrees to maintain the above-described land as a wayside facility open to the traveling public.

Grantee agrees there shall be no buildings, dwellings, barns, roads, advertising signs, billboards or other structures built or placed in the above-described land. Structures such as interpretive signs or other additions that enhance the public's use of the site may be installed.



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MEMORANDUM

To: Village Board
From: Chief Michael Hartert
Date: June 20, 2025
Re: Disposition of Found Property/Monies

BACKGROUND: On September 9, 2024, a Good Samaritan called the Police Department to report that he had found a bag lying in the middle of the road near STH 18 and Waterville Rd. The bag contained a bank receipt and \$215.30 in currency.

The bank was contacted and informed us that the receipt was from the ATM and they had no way of determining ownership. A follow-up call was placed to the bank on October 21, 2024. The manager confirmed that no one had made a claim regarding the lost money.

The Good Samaritan who found the bag was contacted and stated that if the owner was not located, he would not want the money.

State Law (66.0139(2)) allows for the disposal of the property after 30 days. Further, the property can be disposed of 'by any means determined to be in the best interest of the political subdivision'. Summit Ordinance #140-2025 allows for the disposal of unclaimed/abandoned property after 90 days. Approved disposal methods include:

- 1) Use by the Village
- 2) Donation to Charity
- 3) Destruction

ATTACHMENTS: None

FISCAL IMPACT: None

RECOMMENDED: a) Motion to deposit the monies in the Community Outreach Fund for future community-oriented expenditures.
b) Motion to deposit the monies in the Village General Account.



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MEMORANDUM

To: Village Board

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: July 3, 2025

Re: Discussion and action on Humane Animal Welfare Society Service Agreement

BACKGROUND: In the past the Town/Village has contracted with HAWS to provide humane care and assistance to lost, homeless, injured, abandoned, and/or abused animals. We have checked with other Humane Society's in the past and they were not able to take us on. The contract is for a 3-year term and is \$2,379.30 annually. This is an increase of \$69.30 or 3% from \$2,310 which is has been the cost for as long as I can remember.

ATTACHMENTS: Letter and Agreement

FISCAL IMPACT: \$2,379.30 expense annually in 2025, 2026, 2027

RECOMMENDED MOTION: to approve the Service Agreement with Humane Animal Welfare Society for a three-year term at \$2,379.30 annual cost.

HAWS

Humane Animal Welfare Society

701 Northview Road
P.O. Box 834
Waukesha, WI 53187
Phone: 262-542-8851
Fax: 262-542-8853
www.hawwpets.org

October 31, 2024

Village of Summit
37100 Delafield Rd
Oconomowoc WI 53066

Dear City Clerk:

The Humane Animal Welfare Society of Waukesha County is pleased to have provided animal care, control and impounding services to your municipality this past year. We look forward to serving the residents and animals of your community again in 2025.

I hope our services have met your expectations. We welcome your input or suggestions as to how we may improve our services to you. We feel it is a privilege to provide humane care and assistance to the lost, homeless, injured, abandoned, and/or abused animals in Waukesha County. We value your trust and confidence in our programs.

Enclosed you will find the invoice for services for 2025. The current service agreement runs from January 1 through December 31, and was signed for three years (2025, 2026 and 2027).

To better assist your residents, we would appreciate updates on any changes in licensing fees or other related fees. Also, please send a copy of the most recent license application with your payment due January 31, 2025.

Please reach out if you would like a copy of the signed service agreement or need any other assistance. I can be reached via email at Andres@hawwpets.org or at my direct phone number: 262-542-8851, ext. 108.

Sincerely,



Andrés García
Assistant Director

The Humane Animal Welfare Society of Waukesha County leads the community
in animal welfare and assures sanctuary for animals in need.

Humane Animal Welfare Society Of Waukesha County, Inc. Municipal Service Agreement

This agreement is entered into the **1st day of January, 2025** (hereinafter "Effective Date") by and between the Village of Summit, existing under the laws of the State of Wisconsin, with principal offices located at 37100 Delafield Rd Oconomowoc WI 53066 (hereinafter "Municipality"), and the Humane Animal Welfare Society of Waukesha County, Inc. a Wisconsin corporation, with principal offices located at 701 Northview Road, Waukesha, WI 53188 (hereinafter "HAWS").

WHEREAS, the Municipality is seeking impounding services related to the care, management, sterilization and placement of stray, abandoned, neglected, abused or injured animals, hereinafter "Services".

WHEREAS, HAWS is an organization offering such Services and is willing to provide such Services to the Municipality.

NOW, THEREFORE BE IT RESOLVED, the following document sets forth the terms and conditions for the provision of such SERVICES and related consideration, the sufficiency of which is hereby acknowledged, the parties agree to the following:

1. SERVICES

ANIMAL DROP OFF SERVICES: HAWS agrees to accept animals as they are delivered to HAWS by the officials of the Municipality and/or citizens, during normal operating hours. Municipal law enforcement personnel may have access to the stray drop off area 24 hours per day.

HAWS ANIMAL TRANSPORTATION: HAWS agrees to pick up stray, abandoned or injured domestic animals and sick or injured wildlife (which pose a health hazard to the public) and transport said animals. Animal transportation shall be provided 24 hours a day, seven days a week including holidays.

HUMANE CARE: All animals received by HAWS from the Municipality shall be provided with shelter, food, water and necessary health care services, in accordance with state laws.

SPECIAL ANIMAL SERVICES: HAWS will maintain a quarantine facility for any animal delivered to HAWS for having bitten a person. Quarantine will be for a period of ten days in accordance with State of Wisconsin (hereinafter "State") law. In cases of animal abuse or neglect, HAWS shall provide Humane Care to the animal for a period of seven days. The Municipality may request HAWS to continue to board an animal beyond these standard periods. Requests for an extended time period jointly agreed upon should be made in advance in writing.

RECLAIM: In the event an owner reclaims a lost animal, HAWS will collect and receive any and all fees associated with boarding, pick up and transportation charges from the owner. These fees shall be the property of HAWS. HAWS will collect and transfer municipal fines as requested. At such time, HAWS shall require the citizen to provide proof of animal licensure and proof of vaccination(s) as required under State law. No animal shall be released from HAWS without this proof.

DISPOSITION: Domestic animals may be placed up for adoption after evaluation. HAWS shall have sole right to determine an animal's suitability for placement. To control the population of animals in the Municipality, and to provide for the health of the animals, animals will be sterilized, microchipped, and vaccinated. Any animals HAWS determines unsuitable for adoption shall be humanely euthanized.

EMERGENCY RESCUE: HAWS shall provide Emergency Rescue services to animals in the Municipality. In an emergency, HAWS shall remove the animal from the situation and provide immediate medical care to relieve pain and sustain the animal's life. Animals requiring veterinary services will be transported to an emergency veterinary facility when possible. Following rescue, HAWS shall also provide Rehabilitative Services for said animal, where possible. HAWS will employ staff trained in emergency animal capture procedures and provide equipment for such Services.

EUTHANASIA SERVICES: HAWS shall provide Humane Animal Euthanasia and Cremation services for citizens of the Municipality, upon request of citizens for personally owned animals. Any fees associated with this process shall be paid by the citizen requesting euthanasia.

FACILITY ACCESS: HAWS shall maintain a clean and accessible facility for citizens to seek Services described herein. Facility shall be open to the public on a regular posted schedule, which may be revised by HAWS as needed.

RECORDS: HAWS shall maintain records of all Services described herein, which shall be made available to the Municipality upon written request.

STATE LAW: HAWS shall comply with all State and Federal laws concerning its operations, services, and facilities.

2. FEES

- 2.1 HAWS agrees to provide the Services above to the Summit for an annual fee of \$2379.3. No additional fees will be charged to the municipality for Services.
- 2.2 Fees shall be paid by the Municipality to HAWS on an annual basis. The Municipality shall remit such fees to HAWS within 45 days of Effective Date of this Agreement or from the date of invoice, or in accordance with prior arrangements made with HAWS.

3. TERM AND TERMINATION

- 3.1 This Agreement shall be in full force and effect until **December 31, 2027** (hereinafter "Renewal Date") before which time a new Agreement will be sent to the Municipality for the next three-year term.
- 3.2 This Agreement may be terminated by either party upon providing 60 days written notice to the other party prior to Renewal Date.
- 3.3 This Agreement may be immediately terminated by either party should the other party become insolvent, files a petition for bankruptcy, makes an assignment for the benefit of creditors, or someone files a petition of involuntary bankruptcy on behalf of the party.

This Agreement with the Village of Summit is for the three calendar years of 2025, 2026 and 2027, for which HAWS' annual fees will remain the same.

Dated this 31st day of October, 2024

Please return this signed Agreement with full payment for 2025 Services (see attached Invoice). Please keep a copy for your records.

Humane Animal Welfare Society of Waukesha County, Inc.

Andrés García

Signed By: Andrés García, Assistant Director

Village of Summit

Signed By: Municipal Official



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MEMORANDUM

To: Village Board

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: October 9, 2024

Re: Authorization to make application to the Board of Commissioners of Public Lands, State of Wisconsin, for a Municipal General Obligation Loan in the amount not to exceed \$1,200,000 with a 5-year term for the purpose of financing the 2025 capital improvements projects

BACKGROUND: The Village has historically used the BCPL to fund capital improvement budgets. The last borrowing was in 2024. Action is needed to begin the process. We did previously discuss the options at the June meeting and staff was directed to move forward with this option.

ATTACHMENTS: Application form.

FISCAL IMPACT: 5.5% interest on principal for 2 - 20 years.

MOTION: **Motion to approve the resolution and authorize application to the Board of Commissioners of Public Lands, State of Wisconsin, for a loan amount, not to exceed \$1,200,000, and with a term of 5 years for the purpose of financing 2025 Capital Improvement Projects.**

*****NOTE: A BOARD MEMBER MUST
READ INTO THE RECORD PAGE 4 OF
THE RESOLUTION DOCUMENT.
THEN ROLL CALL VOTE IS TAKEN*****



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MEMORANDUM

To: Village Board

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: July 3, 2025

Re: Discussion and action on 2026 Budget Preparation Schedule

BACKGROUND: To begin the process of reserving dates for the 2026 budget discussions. Please review suggested dates and respond if they would work with your schedules or be prepared to offer alternate dates/times if needed.

ATTACHMENTS: Draft Schedule

FISCAL IMPACT:

RECOMMENDED MOTION: To adopt the schedule as discussed this evening.

VILLAGE OF SUMMIT ANNUAL BUDGET

2026 BUDGET PREPARATION SCHEDULE	
Week of August 11 1:00 p.m. – 4:00 pm.	Village Board workshop to set 2026 Budget Parameters & Review 2026 CIP & 2026 - 2030 CIP
August 18	Distribution of materials to staff for department budget preparation
September 12	Department heads submit individual budgets to Village Administrator
September 17	Printing & Distribution of Draft Budget
Week of September 29 – October 3 Utility Districts – 9:00 a.m. Village – 11 a.m. – 4 p.m.	Utility Commission and Village Board Budget Workshops; possible adoption of Utility District budget(s)
October 27	Deadline to e-mail <i>Oconomowoc Enterprise</i> Notice of Village Budget Public Hearing. Class 1 – 15 days prior
October 30	Publication of Village Budget Public Hearing Notice in <i>Oconomowoc Enterprise</i>
November 13	Public Hearing on 2026 Annual Village of Summit Budget
November 13, 2025	Village Board adoption of 2026 Budget



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MEMORANDUM

To: Village Board

From: Kamron Nash, P.E., Village Public Works Director

Date: July 2, 2025

Re: Discussion and Action on Wage Adjustment for DPW Crew Positions

PURPOSE:

To consider proposed wage adjustments for the DPW Crew Leader and DPW Operator positions, based on the results of 6-month performance evaluations.

BACKGROUND:

Discussion regarding this agenda item will be held during closed session at the July 10, 2025 Village Board meeting.

RECOMMENDATION:

Recommendations were made by Village staff during closed session.

ATTACHMENTS: N/A

FISCAL IMPACT: To be determined, based on Village Board direction.

RECOMMENDED MOTION: Motion to approve the wage adjustments for the DPW Crew Leader and DPW Operator positions, as discussed during closed session.